**Open MSOffice Excel to do the following example:**



1. Follow the same formatting as shown on the figure.
2. Use the DATE function to insert each date on the invoice.
3. Tax is 12% of the amount.
4. Discount is on the TOTAL BILL only.

|  |  |
| --- | --- |
| 10% | >=30,000 |
| 15% | >=50,000 |
| 20% | >=90,000 |

* **Discuss and think about the other calculations on the invoice, apply the correct formatting to get the same figure above.**